



Burkburnett ISD  
Employee Records Request

EMPLOYEE INFORMATION

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

ALTERNATE NAMES USED: \_\_\_\_\_

PERSONAL EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ YEARS WORKED: \_\_\_\_\_

RECORDS REQUESTED

Current Employees:

\*Certifications may be retrieved from the official web site ([www.tea.texas.gov](http://www.tea.texas.gov)) using your log in.

Unofficial Service Records (for certifications purposes only)

Unofficial Transcripts

Exiting Employees:

Official Service Records- Indicate resignation date: \_\_\_\_\_

Transcripts

Other: \_\_\_\_\_

MAILING INFORMATION

Please tell us how you'd like to receive your records.

BY MAIL or EMAIL\*:

FAX TO: \_\_\_\_\_

PICK UP IN PERSON (within 48 hours of notice)

*\*Please note: records may be mailed to either a personal or district address. If requesting email delivery, it MUST be a district email address.*

Additional notes: \_\_\_\_\_

Please submit your request by mail or email to: Burk Burnett ISD  
100 N. Ave D  
Burkburnett, TX 76354

Leah Tunnell  
Assistant Superintendent  
[leah.tunnell@burkburnettisd.org](mailto:leah.tunnell@burkburnettisd.org)

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ DATE SENT: \_\_\_\_\_

ITEMS SENT: \_\_\_\_\_